Rec mgt-4

DD/P/RMO   22 December 1959

Chief, Records Management Staff

Functional Groups of CS Documents

1. Here are some comments on the First Draft of Functional Groups of CS Documents dated 17 August 1959:

    a. Subject files - these should be re-defined to include the administrative files created and maintained by Chiefs of Staffs, Divisions and Branches. Suggest the following: "When used in a general sense refers to the administrative files created and maintained in a subject arrangement by Chiefs of Staffs, Divisions and Branches or other organizational components. Such files usually document files such as appropriations, collection liaison, organization and management, personnel, security and training. In some instances these files deal with substantive operational and policy matters".

    b. Background and Reference files - Should these be combined? Reference includes raw information reports, library books and periodicals maintained for short periods. Background has historical value and is more specific.

    c. Expand the list to include additional items, such as assets files, briefings, guidance papers, related mission directives and stock piling. These are only illustrative; the CSI's, regulations and Notices probably contain many more that should be included.

2. In addition to the above, I suggest that all support subjects included in the proposed general schedule sent to the Chairman of the Ad Hoc Committee on CS Support Records on 23 November 1959 be added to V Support.

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Mgt/S/RMS/ _____ (22 Dec '59)